



## **Budget Revision Instructions for use with form EQP-3592b**

**Purpose of the Budget Revision Form:** The Budget Revision form makes it easier for the grant administrator to see how the grantee wants the budget revised by category.

**When to use the Budget Revision Form:** The budget revision form needs to be included with any Notice of Change (NOC) or Amendment request that include changes to the current approved budget.

### **Getting Started**

1. Download the budget revision form each time to get the most current version. From the NPS web page, page down to the Grant Recipient Information, click on Grantee Tools, Contract Changes, and page down to the Budget Revision Form and download it...Open the budget revision form.
2. Complete the Applicant's name, Project Name, Effective Date (this must be the beginning date of a quarter), Tracking Code Number, and Submittal Date lines.
3. Complete all Budget Categories (Column B) as presented in the signed budget, or the most recent approved amendment or NOC. Make sure all parts are included
4. Under the Approved Grant Budget (Column D), please complete this column with the grant portion of the budget. Make sure all parts are included. **DO NOT USE THE TOTAL OF GRANT AND MATCH.**
5. Under the Approved Match Budget (Column G), complete this column with the match portion of the signed budget or the most recent approved amendment or NOC. Make sure all parts are included. Make sure all parts are included
6. Make sure the Total Grant (Column D and Row 71) equals your grant budget and the Total Match (Column G and Row 71) equals your match budget.
7. The Project Total Column (Column J) is the total of the revised Grant Budget (Column F) plus the revised Match Budget (Column I).
8. Indirect rates must be the rates used in the original contract.

### **Making Changes:**

1. Once the grant and match amounts are entered into the appropriate columns and the totals agree with the signed amounts, the grantee can go into the proposed change columns (Column E for Grants) and (Column H Match) and enter the appropriate changes.
2. Please note to enter a negative number, you will need to enter a minus sign and then the number or use parenthesis. For example -5,000 or (5,000) in Column E or H as appropriate.
3. The proposed Total Grant change column (Column E Row 71) must be zero. The total of the grant cannot change.
4. If you need to add a new item, complete column B under the appropriate category line and enter an amount under the proposed column (Column E and/or H). Make sure the new item is included in all appropriate subtotals and totals.
5. The revised Grant Budget column (Column F) and the revised Match Budget column (Column I) automatically recalculate for you...
6. The Total Project column (Column J) calculates based on the Revised Grant Budget (Column F and Revised Match Budget (Column I).
7. Indirect calculates based on new grant amounts in staffing and fringe.
8. Add all columns and lines to ensure accuracy.
9. Attach the form to the NOC or Amendment Request, submit to the proper analyst, and project administrator.